



**ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF CHILD CARE/FAMILY SUPPORT UNIT**

In order to process vouchers for your facility, your rate information must be completed. Effective July 1, 2003, DHS eliminated the use of hourly and before/after school time codes. These codes have been replaced by part-time and half-time codes. If you previously used hourly or before and after school codes, you must now convert those to part-time and half-time rates.

Complete the RATE AMOUNTS below then fax this page to 501-683-0034 (or you may e-mail the form/rates to *Paul.Lazenby@mail.state.ar.us*). You should use the following guidelines to calculate part-time and half-time rates if you do not already have them established.

Full Day	> 5 hours and up to 10 hours of care
Half-Time	3-5 hours of care
Part-Time	< 3 hours of care
Night Care	Care between 6 pm and 5:59 a.m. (Over ½ of the total care must be past 6pm.)
Weekend	Care on Saturday and/or Sunday

According to Section V, Paragraph J of your Child Care Participant Agreement, DHS has ten (10) days from the date of receipt to input new rates. In addition, rate changes will only affect new authorizations written after the rate change. Unless there is a system error, we will not re-key authorizations once they have been written.

Rates for children participating in the voucher program cannot be higher than the rates for your private pay clients. If you have any questions, please call us at 1-800-322-8176. Thank you.

DAILY RATES					
	Part-time	Half-time	Full Day	Night Care	Weekend
Infants (0-18 mos)	_____	_____	_____	_____	_____
Toddlers (18-36 mos)	_____	_____	_____	_____	_____
Pre-school (30-71 mos)	_____	_____	_____	_____	_____
School Age (72+ mos)	_____	_____	_____	_____	_____

I am requesting DHS to change my rates to the amounts listed above. I am authorized by my facility to request these changes. I understand the provisions and conditions of this rate change.

Signature _____ Facility Name _____
License No. _____ (REQUIRED) City and Zip _____
Telephone _____